

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

PUBLIC NOTICE

ADJUSTMENT TO BANKRUPTCY CLERK'S OFFICE PUBLIC HOURS

1. The United States Bankruptcy Court for the Eastern District of Virginia has determined that the hours during which the Clerk's office is open to the public should be reduced as a means of conserving financial resources. At present, the Clerk's office in the Alexandria, Norfolk and Richmond Divisions is open to the public daily for filing papers and examining public records between the hours of 8:30 A.M. to 5:00 P.M. The Newport News Division is currently open daily between 8:30 A.M. to 4:45 P.M.
2. Please take notice that effective Wednesday, December 1, 2004, the hours during which the Eastern District of Virginia's Bankruptcy Clerk's office is open to the public in the Court's Alexandria, Newport News, Norfolk and Richmond Divisions will be from **9:00 A.M. to 4:00 P.M.** Monday through Friday (except federal legal holidays when the Court's facilities are closed). The "Courthouse" in each division will continue to be open to the public without change to current hours. "Emergency" filings will be accommodated through appropriate procedures implemented in each division of the Court. The Voice Case Information System ("VCIS") telephone number and clerk's office telephone numbers are located on the Court's Internet web site: <http://vaeb.uscourts.gov>. Additional public record information can be accessed via a link on the Court's Internet web site to the Public Access to Court Electronic Records ("PACER") system.
3. Filings made electronically via the Internet component of the CM/ECF system and the retrieval of information by electronic means via the Internet are available to authorized users 24 hours per day, seven days per week.

William C. Redden
Clerk of Court

Date: November 12, 2004